



Little River Band of Ottawa Indians
Tribal Government
375 River Street
Manistee, Michigan 49660
(231)723-8288

Title: Case Manager, Generalist
Family Services Department

Summary:

This is a professional-level primary Case Manager position. It involves working with individuals and families accessing services within the department's five major programs. These programs include but are not limited to self-sufficiency education and assistance, family violence prevention, Indian Child Welfare Act interventions, advocacy and referral and inter-agency collaboration. The client base includes elders, children and adolescents. Position will be required to work throughout the nine (9) county service area.

Required Knowledge & Certification:

- ❑ Associates Degree and 5 years experience
 - Consideration may be given to a candidate that holds an Associate's degree, with proven field experience and is in good standing in a social work degree program
 - A BSW or MSW with limited field experience, internship field experience applicable
- ❑ Possess appropriate licensure with the State of Michigan
- ❑ Valid driver's license throughout employment and insurable under company policy

Preferred:

- ❑ Bachelor's degree in Social Work and 3 years field experience in child welfare and/or direct services
- ❑ Knowledge of Social Work practices, assessments, service plans, court testimony, practices, documentation, and reporting
- ❑ Current licensure with the State of Michigan
- ❑ Active member in community, statewide and/or federal professional membership
- ❑ Experience working with culturally diverse populations

Required Skills:

- ❑ Strong computer skills with experience in word processing, databases, and spreadsheets.
- ❑ Strong organizational skills
- ❑ Strong project management skills
- ❑ Strong written and verbal communication skills
- ❑ Strong interpersonal communication skills
- ❑ Accurate and detail oriented
- ❑ Strong problem solving skills

Required Abilities:

- ❑ Displays leadership quality and the ability to manage challenging situations
- ❑ Ability to maintain high confidentiality and professional integrity
- ❑ Ability to work independently as well as part of a team
- ❑ Ability to maintain a professional demeanor
- ❑ Must be extremely patient and operate well under stress and deadlines

Salary: This is a Level 5 position (\$35,714 - \$57,699); Exempt – Salary– Weekly pay

Individuals, who are interested in the above position, please submit a resume and completed application to the Human Resource Department at the address above. Questions should be directed to the Human Resource Department.

Tribal Preference will apply according to Tribal law and policies.

Conditions of employment with The Little River Band of Ottawa Indians Tribal Government include passing a pre-employment drug test, a background investigation, and successfully completing a 90-day probationary period. Candidates for this position will be required to have dependable transportation available to them without notice.

Posted 12/2/10
Remove 12/16/10